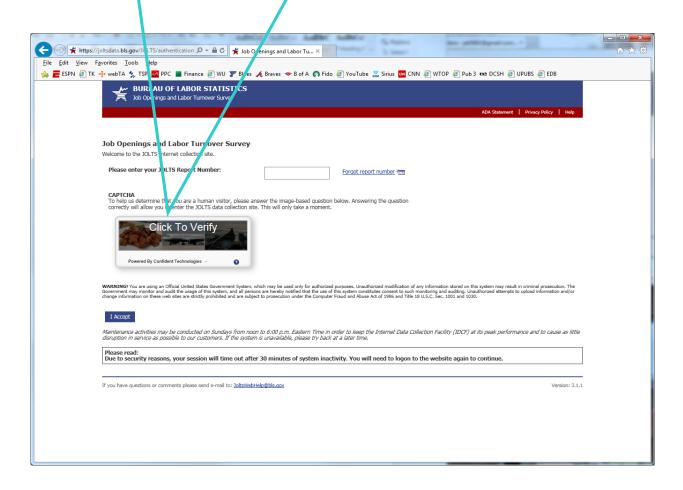# Reporting JOLTS Data on the BLS Internet
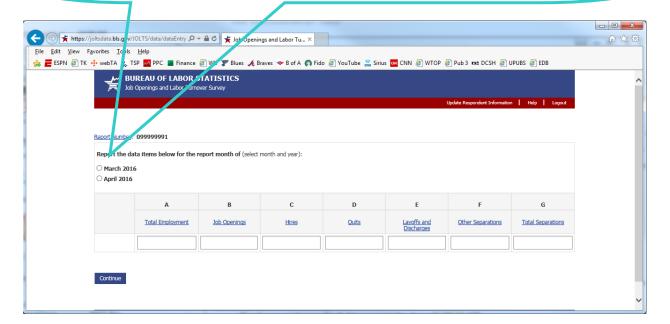
1. Link to **https://joltsdata.bls.gov** **Please note that the "s" in "https" is required.**

If you experience any issues using the website, send an e-mail to **JOLTSWebHelp@bls.gov.** This e-mail link is at the bottom of every page of the reporting site.
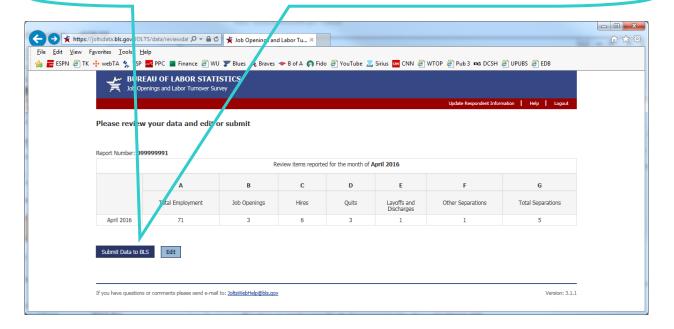
2. Enter your report number in the first box. Your report number will be printed in the **subject line** of the e-mail reminder you receive when it is time to report.

3. Click the "Click To Verify" box then select the described picture. Then click on the "I Accept" button below the box.
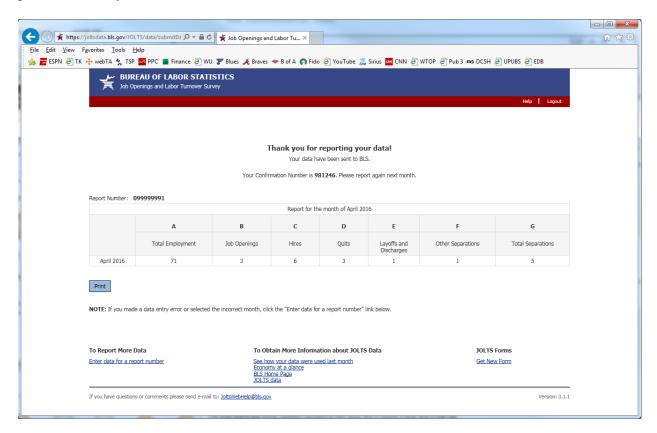


If you have any questions regarding the data you are reporting, please call 1-800-341-4620.

4. The welcome screen is next.  Click on "Continue" when you are ready to enter your data.

5. Select the reference month and enter your data. Only the two most recent reference months are available to report.  Be sure to enter a value in the box for each data item you can report. If any data item is not available, leave the box blank.  Click "Continue" once you are finished entering your data.



6.  After you enter your data, click on the "Submit Data to BLS" button to finish, or the "Edit" button to return to the previous screen.



**If you have any questions regarding the data you are reporting, please call 1-800-341-4620.**

7. After submitting your data, you will be taken to a confirmation page.  Here you can view the data you have submitted, print your data, and view your confirmation number.  If you received a confirmation number, your data were submitted successfully. If not, a problem occurred so please re-enter your data.



8. If you need to enter data for another report number or a different month click the corresponding link in the bottom left. If you need to make corrections to already submitted data, log in and resubmit all the data items for that reference month. The newer data submission will be kept.

**If you have any questions regarding the data you are reporting, please call 1-800-341-4620.**